

Adjutant General's Department

3/31/2014

YOUR DIRECT LINK TO State Vacancies

**POST &/or
Distribute**

Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.

APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.

All positions require a security check.

Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: **1-Present State employees of TAG Dept** **2-All State employees'** **3-Public**

<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Topeka	1,2,3	Unclassified Full-time	NEW Industrial Mechanical Technician Public Works, Topeka, KS https://www.da.ks.gov/ps/pub/reginfo.asp?id=177118	DPW Topeka	April 27, 2014
Topeka	1,2,3	Unclassified Full-time	Program Consultant II Tech Hazards, Topeka, KS https://www.da.ks.gov/ps/pub/reginfo.asp?id=177076	KDEM Topeka	April 11, 2014
Topeka	1,2,3	Unclassified Full-time	Re-Opened Application Developer II Topeka, KS https://www.da.ks.gov/ps/pub/reginfo.asp?id=176515	DOIT Topeka	Until Filled
Topeka	1,2,3	Unclassified Full-time	Project Manager Salina, KS https://www.da.ks.gov/ps/pub/reginfo.asp?id=176961	Public Works - Salina	April 4, 2014
Topeka	1,2,3	Unclassified Full-time	Accountant II Topeka, KS https://www.da.ks.gov/ps/pub/reginfo.asp?id=176941	State Comptroller - Topeka	Until Filled
Topeka	1,2,3	Unclassified Full-time	RE-POSTING Engineer Tech (GIS) Topeka, KS https://www.da.ks.gov/ps/pub/reginfo.asp?id=176667	Public Works Topeka	Until Filled

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

HOW TO APPLY FOR A POSITION AT THE ADJUTANT GENERAL'S DEPARTMENT

The application process has **4 STEPS**.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.
Stephanie Burdett: 785-274-1460

NOTE: On-line application and listing of **other State Vacancies** are available on the Internet, www.jobs.ks.gov

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to stephanie.k.burdett.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. The Adjutant General's Department is an Equal Opportunity Employer.

MEETING MINIMUM QUALIFICATIONS: In order to be qualified for any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the specific position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

REQUIRED DOCUMENTS: The following documents must be submitted by the job closing date.

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application.)
- Kansas Tax Clearance Certificate: Apply at Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>.
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML/Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML/Upload/files/TAG%20306(1).pdf).
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Stephanie Burdett, stephanie.k.burdett.nfg@mail.mil.

Industrial Mechanical Technician Construction Facilities Maintenance Office, Topeka, KS The Adjutant Generals Department

Job Summary: Full time, unclassified with benefits, state position, \$16.56 to \$21.13 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 4/27/2014.

Job Description: Employee will perform general maintenance in but not limited to the following categories:

- Interior/exterior finish work with paint, plaster, stains, tints or wall coverings
- Carpentry and masonry repairs to match existing structure
- Wall system construction/repair
- Architectural hardware installation/repair to include combination lock setting via PDA
- Grounds maintenance/tree and shrubbery care and mechanical repair of mowing systems
- Window replacements to include proper trim and molding
- Concrete placement/finishing
- Electrical wiring, trouble shooting and repair
- Replace, repair or install plumbing fixtures, faucets, valves, water heaters and related equipment
- Install, test and calibrates HVAC controls (pneumatic and electronic) for valves, dampers, etc.
- Make field modifications to sheet metal products when necessary
- Service, repair and replace electrical appliances, motors, fuses, switches and outlets
- Troubleshoot, maintain, repair and alter existing secondary circuits, electrical system, fire suppression systems and install breaker panels, race ways, branch conduit and circuitry
- Facility alterations with ability to read and interpret blueprints and drawings
- Perform preventive maintenance tasks as assigned to include but not limited to roof inspections, wire rope cable inspection, checking hoists and cranes and other structural requirements

Minimum and Preferred Qualifications: Requires a high school diploma or equivalent and five (5) years experience in mechanical and/or building trades. Physical ability to lift and move objects weighing up to 80 pounds is required. Physical and mental ability to work at heights up to 100 ft. is required.

PLEASE NOTE: In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

Program Consultant II KDEM - Technological Hazards Topeka, KS

Requisition # 177076 - Closes April 11, 2014- Job Summary: Unclassified, Full-Time, 40 hours per week, \$21.13 per hour. This position is eligible for all benefits offered to State of Kansas employees.

Job Description: Serves as a lead, facilitator, and/or technical advisor on nuclear power plant exercise design teams to ensure consistency in the application of national training and exercise standards (HSEEP principles) and Radiological Emergency Preparedness (REP) program requirements. Supports the Nuclear Program Administrator with radiological and nuclear plant activities in order to provide technical support in accordance with Nuclear Regulatory Commission (NRC) and FEMA guidelines, and NUREG-0654 to Wolf Creek Nuclear Operations Corporation and Cooper Nuclear Facility (in Nebraska by KS border) and to provide guidance to industry and local governments on radiological material response. Provides support to all programs within the Technological Hazards Section. Serves as a Staff Duty Officer for both technological hazards and natural hazards and when designated, serves in a principle role in the State Emergency Operations Center (SEOC) to disaster response and recovery efforts.

How will I be screened? (Required Qualifications): Four (4) years experience in developing/delivering adult education programs and coordinating complex projects; education may be substituted for experience. Skills in MS Office with strength in PowerPoint, Word and Excel spreadsheets. Knowledge and experience with developing, conducting and evaluating emergency management exercises is helpful. Employee must have solid organizational skills, excellent verbal and written communication skills and ability to work with others as well as independently. All applications meeting minimum qualifications will then be screened on Preferred Applicant criteria.

Preferred Applicants: Prefer a degree in emergency or business management, homeland security or public administration. Instructional certifications preferred, with an applied knowledge of adult learning principles. Individual will be required to complete FEMA's Professional Development Series coursework along with various ICS courses. Certification as a Master Exercise Practitioner (MEP) is beneficial.

- Knowledge of the organization and operations of the agency, assigned program and related programs.
- Knowledge of federal and state laws pertaining to assigned program and related programs.
- Knowledge of emergency management systems
- Detailed knowledge of Homeland Security Exercise Evaluation Program guidance and principles
- Skills in developing, managing and evaluating complex programs
- Ability to develop clear project objectives and organize data systematically
- Ability to effectively plan, coordinate and facilitate activities involving public agencies, local communities and private sector partners.
- Ability to communicate effectively, both orally and in writing
- Ability to professionally influence and persuade others, especially when there is resistance.
- Ability to accurately interpret technical guidelines, correctly apply them and distribute them in a concise, understandable format.
- Ability to identify and analyze problems and to select, implement and incorporate evaluation methodologies.
- Ability to establish and maintain satisfactory working relationships with leadership, public officials, peer employees, community organizations and the public.
- Ability to see the "big picture" and possess a keen attention to detail
- Ability to identify and analyze problems and to select, implement, and incorporate evaluation methodologies and solutions

PLEASE NOTE: In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position. **IMPORTANT:** Must have a valid driver's license or Kansas ID and the ability to obtain and maintain a Department of Defense Security Clearance.

Applications Developer II JFHQ – DOIT - Topeka, KS

Requisition # 176515 - Job Summary: Unclassified, Full-Time, 40 hours per week. \$23.31 per hour. State benefits eligible.

Job Description: Position is primarily responsible for response to the needs of internal and external users across the state. May be required to work during emergency situations for extended periods of time.

- Other tasks include:
- Independently modifying, coding, testing debugging and/or integrating applications. Preparing systems designs; developing web applications, with an emphasis on tying web page front ends to databases; and developing new applications and embedded applications. Involves application of JAVA, ASP, PHP and .net languages
- Working with staff from software provider and internal and external customers.
- Training on applications.

How will I be screened? (Required Qualifications): Two years of experience in web development with XML and HTML and one year of experience in coding, testing, debugging and documenting application programs. Closely related education and/or certifications may substitute for all

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Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

but one year of the web development experience. Valid driver's license is also required. Must be able to obtain and maintain favorable FBI and SAC checks and any other security background checks as may be deemed appropriate. Must have solid communications skills to effectively work with both technical and non-technical individuals and establish valuable working relationships. Must be able to work effectively under stressful conditions for extended periods of time. Must be able to work independently and have strong organization skills.

Preferred Applicants: Will possess an Associate's Degree in computer science or related field or 24 hours in computer sciences and/or 2 years' experience coding, testing and debugging, and documenting application programs preferred. 2 years' experience in XML, JAVA, ASP, PHP, Ne languages, HTML, Access and MS SQL.

Project Manager JFHQ - Department of Public Works Salina, KS

Requisition # 1769614 - Closes April 4, 2014 - Job Summary: Classified, Full-Time, 40 hours per week, \$19.16 - \$21.13 per hour. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours to four and one-half or four days per week. This position is eligible for all benefits offered to State of Kansas employees.

Job Description: Serves as project administrator & agency's liaison with design & construction contractors on vertical & horizontal construction & repair projects. Conducts design review & evaluation of plans & specs & performs field inspections. Work will require climbing into buildings, moderate physical exertion, and exposure to inclement weather conditions. On occasion employee may be under stress due to more than one complex project requiring completion on a deadline. Work requires visual and auditory attention for long periods.

How will I be screened? (Required Qualifications): HS/GED, 10 years of documented training, education and/or technical experience in construction management or civil engineering. Must have knowledge of physical & mathematical sciences, engineering techniques & their applications. Prefer college level courses or BS degree in Construction Management, Construction Management in Engineering Technology or Civil Engineering & background in design, project estimating, drafting, surveying, construction surveillance, etc. Education may be substituted for experience as determined relevant by the agency. The incumbent must display knowledge of basic business practices, the ability to present detailed reports of findings and recommendations, both orally and in writing, and the ability to establish and maintain effective working relationships with vendors, departmental officials and the public is also required. All applications meeting minimum qualifications will then be screened on Preferred Applicant criteria.

Accountant II JFHQ-State Comptroller's Office Topeka, KS

Job Summary: Full time, unclassified with benefits, state position, \$19.16 - \$20.13 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. Position is posted until filled so early application is suggested.

Job Description: Manage all accounting activities and reporting requirements relating to the administration of Army National Guard Cooperative Funding Agreements (CFA) between the National Guard Bureau and the Adjutant General's Department of Kansas for Facilities Operations & Maintenance Program, Sustainable Range Program, Distributive Learning Program and all Military Construction Programs. Develop and maintain records, files and accounting systems to fully account for all purchase requests that are submitted for the related CFAs. Review and audit purchase request to determine if the goods/services requested are in compliance with the CFA. If in compliance, compute necessary funding splits and submit requests into the state accounting and reporting system, SMART, and insure chart field funding is completed and accurate including all state and federal required codes. Maintain a record/file of all purchase requests. After satisfactory completion of the purchase, insure invoice and payment certifications are received then processed for payment in a timely manner.

Minimum and Preferred Qualifications: Prefer three (3) years of experience in professional accounting/auditing work. Formal education or training in accounting or business. Ability to evaluate the soundness of financial practices and the compliance with state and federal laws and regulations. Ability to detect and reconcile discrepancies in financial records. Good organizational work habits. Ability to establish and maintain effective working relationships with co-workers and representatives of other agencies or departments. Knowledge of the State of Kansas accounting system SMART. Working knowledge of Microsoft software package including access, Excel and Word.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

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Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

Engineering Technician JFHQ - Public Works - Topeka, KS

Requisition# 176667 – Open Until Filled - Job Summary: Unclassified, Full-time, 40 hours per week, \$15.75 - \$21.26 per hour. This position is eligible for all benefits offered to State of Kansas employees.

Job Description: The primary responsibility of the Engineering Technician is: Data Entry, Mining and Management;

- Support the GIS program
- Support the energy Utility Data Program
- Assist the GIS Coordinator with Cartography/ Mapping

How will I be screened? Required Qualifications: Three (3) years of education and/or experience in database management, geographical information systems, or digital spatial databases and analysis. Associates degree in geography or computer science or twenty four (24) academic hours in computer science, geography, cartography and/or related math and science. Training in Energy management, database management and/or cartography. Education may be substituted for experience as determined relevant by the agency. All applicants must have good organizational skills, the ability to write in a clear, concise format, the ability to work independently with limited oversight by the supervisor and the ability to finish projects accurately and in a timely manner. All applications meeting minimum qualifications will then be screened on Preferred Applicant criteria.

Preferred Applicants: Will possess experience in the physical sciences, including physics, and utility data knowledge/management; Certificates or work experience or training in the energy field, such as Certified Energy Auditor, certificates of ESRI, authorized ArcGIS training or Engineering Technical School with emphasis on GIS and Field Surveying. Proficiency in ESRI, ArcGIS. Familiarity with Spatial Data Standards for Facilities, Infrastructure and Environment (SDSFIE), experience with mapping grade GPS equipment and post processing software. General knowledge and application of a variety of software, including but not limited to:

- UM Pro (or equivalent)
- AutoCAD
- Microsoft Office (most importantly, EXCEL)
- SQL
- Python programming
- Pathfinder Office
- TerraSync

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